



COMMISSIONERS COURT
COMMUNICATION

REFERENCE NUMBER CO# 138406

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DATE: 06/21/2022

SUBJECT: **RECEIVE AND FILE THE AUDITOR'S REPORT OF THE REVIEW OF FISCAL YEAR 2022 ACCOUNTS PAYABLE MANAGER'S VENDOR MASTER DATA CHANGES**

***** CONSENT AGENDA *****

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court receive and file the Auditor's Report of the Review of Fiscal Year 2022 Accounts Payable (AP) Manager's Vendor Master Data Changes.

BACKGROUND

For a limited time annually, the Auditor's Office AP Manager is granted access to create and edit SAP vendor master data for 1099 issuance. We conducted selected procedures to ensure access to County assets was appropriate and adequately secured. These procedures included ensuring vendor bank details were not changed, and verification of vendor master data changes by the AP Manager and staff were appropriate.

FISCAL IMPACT

There is no fiscal impact associated with this item.

SUBMITTED BY:	Auditor Office	PREPARED BY: APPROVED BY:	S. Renee Tidwell
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June 6, 2022

The Honorable District Judges
The Honorable Commissioners Court
Tarrant County, Texas


Re: Auditor's Report – FY2022 Accounts Payable Manager's Vendor Master Data Change Review

SUMMARY

For a limited time annually, the Auditor's Office Accounts Payable (AP) Manager is granted access to create and edit SAP vendor master data for 1099 issuance. Due to staff shortages and cross-training, five additional staff members were granted the same access as the AP Manager. We conducted selected procedures to ensure access to County assets was appropriate and adequately controlled. These procedures included ensuring vendor bank details were not changed, verification of vendor master data changes by the AP Manager and staff as well as deactivation of system access as requested.

Based on the results of our testing, changes made by the AP Manager and additional staff appear reasonable and system access to vendor master data ended appropriately. Since our review was limited in nature, we do not opine on the County's financial statements and internal control structure.

Sincerely,


S. Renee Tidwell, CPA
County Auditor

Audit Team: Julie Hillhouse, Audit Manager – Information Systems
Kara Hoekstra, Senior Internal Auditor
Brandy R. Greene, Senior Internal Auditor